

**COUNCIL ON PHYSICIAN ASSISTANTS  
MEETING MINUTES  
February 19, 2015**

**PRESENT:** Julie Doyle, Anne Hletko (*via GoToMeeting*), Jody Wilkins

**EXCUSED:** Jeremiah Barrett, Mary Pangman Schmitt

**STAFF:** Tom Ryan, Executive Director; Taylor Thompson, Bureau Assistant; and other  
Department staff

**CALL TO ORDER**

Julie Doyle, Chair, called the meeting to order at 9:04 A.M. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Jody Wilkins moved, seconded by Anne Hletko, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Anne Hletko moved, seconded by Jody Wilkins, to approve the minutes of September 29, 2014 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**2015 MEETING SCHEDULE**

**MOTION:** Anne Hletko moved, seconded by Jody Wilkins, to move the June meeting to a date after July 1, 2015. Motion carried unanimously.

**ELECTION OF OFFICERS**

**COUNCIL CHAIR**

**NOMINATION:** Jody Wilkins nominated Julie Doyle for the Office of Council Chair.

Tom Ryan called for other nominations three (3) times.

Julie Doyle was elected as Chair by unanimous consent.

**VICE CHAIR**

**NOMINATION:** Julie Doyle nominated Jody Wilkins for the Office of Vice Chair.

Tom Ryan called for other nominations three (3) times.

Jody Wilkins was elected as Vice Chair by unanimous consent.

## SECRETARY

**NOMINATION:** Anne Hletko nominated Jeremiah Barrett for the Office of Secretary.

Tom Ryan called for other nominations three (3) times.

Jeremiah Barrett was elected as Secretary by unanimous consent.

2015 OFFICERS	
<b>Council Chair</b>	<b>Julie Doyle</b>
<b>Vice Chair</b>	<b>Jody Wilkins</b>
<b>Secretary</b>	<b>Jeremiah Barrett</b>

## APPOINTMENT OF LIAISONS

2015 LIAISON APPOINTMENTS	
<b>Representative at Medical Examining Board</b>	<b>Julie Doyle</b> <i>Alternate: Jody Wilkins</i>
<b>Credentialing Liaison</b>	<b>Jody Wilkins</b> <i>Alternate: Jeremiah Barrett</i>
<b>Legislative Liaison</b>	<b>Julie Doyle</b> <i>Alternate: Jody Wilkins</i>
<b>Education and Exams Liaison</b>	<b>Jeremiah Barrett</b> <i>Alternate: Julie Doyle</i>
<b>Examination Panel</b>	<b>Jeremiah Barrett, Julie Doyle</b> <i>Alternates: Jody Wilkins</i>
<b>Newsletter Coordinator</b>	<b>Mary Pangman Schmitt</b>
<b>Practice Question Council Contact</b>	<b>Julie Doyle</b> <i>Alternate: Jeremiah Barrett</i>
<b>Travel Liaison</b>	<b>Julie Doyle</b> <i>Alternate: Jody Wilkins</i>
<b>Rules Liaison</b>	<b>Jeremiah Barrett</b> <i>Alternate: Julie Doyle</i>
<b>Website Liaison</b>	<b>Jody Wilkins</b> <i>Alternate: Julie Doyle</i>
<b>Prescription Drug Monitoring Program Liaison</b>	<b>Julie Doyle</b> <i>Alternate: Jeremiah Barrett</i>

**MOTION:** Jody Wilkins moved, seconded by Anne Hletko, to affirm the Chair's appointment of liaisons for 2015. Motion carried unanimously.

### **DELEGATED AUTHORITY MOTIONS**

**MOTION:** Anne Hletko moved, seconded by Jody Wilkins, that, in order to facilitate the completion of assignments between meetings, the Council delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, and to act where knowledge or experience in the profession is required to carry out the duties of the Council in accordance with the law. Motion carried unanimously.

**MOTION:** Jody Wilkins moved, seconded by Anne Hletko, that the Council delegates authority to the Chair, highest ranking officer, or longest serving member of the Council, to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair has the ability to delegate this signature authority to the Council's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Jody Wilkins moved, seconded by Anne Hletko, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Julie Doyle - yes; Anne Hletko – yes; Jody Wilkins - yes. Motion carried unanimously.

The Council convened into Closed Session at 9:51 A.M.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Anne Hletko moved, seconded by Jody Wilkins, to reconvene in Open Session at 9:54 A.M. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Jody Wilkins moved, seconded by Anne Hletko, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:54 A.M.